



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 2/2022)

**Classification(s):** Career Executive Assignment (Level A)

**Working Title:** Special Advisor to Commissioner Vaccaro

**Position Number:** 535-102-7500-002

**Division/Office:** Commissioner Vaccaro's Office

**Collective Bargaining Identifier (CBID):** M01

**Work Week Group (WWG):** E

**Effective Date:** 6/14/2022

**Conflict of Interest (COI):** ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the administrative direction of the Commissioner who fills the attorney seat, the Special Advisor advises, coordinates, reviews and recommends appropriate action to the Commissioner on decisions before the California Energy Commission. Further, the Advisor consults with the Commissioner on activities, policies and programs of the Commission and represents the Commissioner at meetings and public functions and performs other related duties as required. The Special Advisor also tracks litigation and other legal items affecting the Commission.

## Essential Duties

95% Consults with the Commissioner on activities, policies, and programs of the Commission. Reviews agenda items for consideration by the Commission at Business Meetings and makes recommendations to Commissioner for approval.

Staff the Commissioner who fills the attorney position and track litigation and other legal items affecting the Commission.

Advises, coordinates, reviews, and recommends appropriate action to the Commissioner on a variety of energy and administrative issues, including but not limited to, proposed orders and decisions before the Commission.

Reviews and analyzes reports, memorandums, resolutions, and correspondence submitted to the Commissioner for consideration. Directs the review of complex reports and makes recommendations on formal adjudicative matters, forecasting of energy demand, energy conservation measures, environmental, social, and economic impacts, and research and development proposals and findings.

Assists the Commissioner in understanding and reconciling conflicting environmental, economic, legal, social, engineering, and scientific factors in developing policy and reaching decisions consistent with Commission and state policy.

Provides legal support and advice to the Commissioner and the Chair on audit reviews, findings, and finalization.

Provides legal support to the Commission's Public Advisor in developing and implementing a new ombudsman function.

Provides or support adjudicative function for compliance and enforcement activities.

Attends conferences, hearings, and general meetings and acts as the Commissioner's representative regarding Commission activities. Reports back to the Commissioner on a variety of issues.

Prepares, revises and edits drafts of speeches for Commissioner's review, approval, and eventual use.

Drafts and reviews correspondence.

Prepares and presents testimony, reviews, and makes recommendations on State and Federal legislation affecting the Commission.

## **Marginal Duties**

5% Perform other duties as required, consistent with the specifications of the classification.

## **Knowledge, Skills, and Abilities**

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top

level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

**Working Conditions**

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is office centered which means the incumbent will be working more than 50 percent of their time monthly (up to 3 days per week) from the office headquarter location.

**Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** \_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_